



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: Jan. 5, 2017	Interviewer: Sue Guenter-Schlesinger (SGS)	RFA #17 – 01
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU staff		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED] Assistant Director, [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
1/5/17	[REDACTED] emails SGS SGS emails [REDACTED]	[REDACTED] emails SGS saying she has spoken to Dennis from HR and wants to file a complaint against [REDACTED] and asks if she needs to submit anything prior to meeting. Sue emails back to [REDACTED] saying Lynae will set up meeting for Jan. 9 and that she does not need to submit anything at this time.
1/09/17	SGS meets with [REDACTED]	Sue review overall discrimination complaint process with [REDACTED] indicating that the EO office, unlike HR, deals with complaints based on protected characteristics and which individuals feel they have been discriminated. [REDACTED] discusses in great detail that she feels [REDACTED] (mainly [REDACTED] but she names a few others in [REDACTED] has treated her poorly and kept information from her and doesn't respect her. She feels he has violated the "agreement" that [REDACTED] had overseen between the [REDACTED] and [REDACTED] that was developed when they became having problems working together. Throughout this discussion, Sue kept asking what part of this [REDACTED] felt was EO related. [REDACTED] could not say and did not indicate she thought this was discrimination. She did not finish all the details of her discussion and asked to come back a second time. [No notes taken at this time, as it was not clear this was an EO

		issue] Sue recommended to [REDACTED] that she should work with [REDACTED] and HR to resolve the issues she had heard so far.
1/11/17	SGS follows up with [REDACTED]	[REDACTED] continues her discussion regarding [REDACTED]. She believes he is undermining her authority. Sue repeatedly asks if [REDACTED] believes this is because of a protected characteristic or if she thinks this has a discrimination aspect to it. [REDACTED] says she is not sure. Sue indicates she is welcome to file a discrimination complaint and outlines the complaint process, indicating that the burden of proof is on the complainant; and that the standard for a finding is preponderance of evidence [REDACTED] is not sure what she wants to do. She outlines three outcomes she wants from [REDACTED]. Sue explains that these outcomes are ones she needs to talk with her supervisor, [REDACTED] and HR about, and that they probably can't occur until her supervisor gets facts from both sides through some type of investigation, in order to be fair to all parties. Sue says she will be happy to pass on [REDACTED] three outcomes to [REDACTED] and ask that [REDACTED] talk to [REDACTED] about this. [REDACTED] said she wants her outcomes met and that she doesn't need any more discussions or talking with people. She wanted something done.
1/13/17	SGS meets with [REDACTED]	Sue meets with [REDACTED] and reiterates the [REDACTED] desired outcomes and ask if [REDACTED] will meet with her to discuss. Sue tells [REDACTED] that [REDACTED] has not filed an EO complaint at this time and that during discussions with [REDACTED], she did not indicate that she felt this is an issue of discrimination.
1/17/17	SGS meets with [REDACTED]	[REDACTED] says she talked with her girlfriend who encouraged her how to cope with her environment on a day to day basis. She said she wasn't going to give me any paper (complaint?) but was working on something (but not clear if it was a complaint for HR or EO) that might be coming. [REDACTED] was vague and quite emphatic in indicating she needed get the result she wanted (the three outcomes she requested on 1/11). I again indicated to [REDACTED] she could file an EO complaint if she so desired.
2/10/17	[REDACTED] emails "Complaint Submission"	[REDACTED] emails SGS, Cheryl Wolfe-Lee (HR), and [REDACTED] a lengthy document entitled "Complaint Submission." It was not clear from this document what specific EO allegations [REDACTED] was making or wanting to make.
2/16/17	SGS emails [REDACTED] re: "Complaint Submission"	SGS emails [REDACTED] (with cc to Cheryl Wolfe Lee and [REDACTED]) that she is in the process of reviewing document and will get back to her. She says that as she has indicated before, that [REDACTED] has a right to file a discrimination complaint.
2/21/17	SGS calls [REDACTED] to schedule meeting to outline specific EO allegations that may be contained in the larger, generic "Complaint Submission" [REDACTED] can't talk and asks Sue to call back later. Sue calls back and [REDACTED] tells Sue she is travelling and makes appointment	SGS talked with [REDACTED] on the phone and explained to her why it would be important for her to meet to outline specific EO allegations that [REDACTED] has against [REDACTED], as larger "Complaint Submission" covers various issues and does not lay out specific allegations that she believes are race based. Sue says that she will send [REDACTED] the Discrimination Complaint procedure which she has provided information previously to [REDACTED] as well as the Discrimination complaint form. SGS asks Lyane to send the procedure and form through email which she does. Lynae also confirmed the meeting for 2/27/17 in this email.

	for Monday of the following week (2/27/17).	
2/27/17	[REDACTED] emails Sue and Lynae to cancel meeting for 2/27.	
3/1/17	Lynae emails [REDACTED] to reschedule meeting with SGS for 3/7.	
3/3/17	Lynae had not received a response from [REDACTED] so she called [REDACTED] to confirm for 3/7. [REDACTED] says this will not work for her and asks that meeting be rescheduled.	
3/7/17	Lynae left voicemail for [REDACTED] and also sent an email.	Proposing to reschedule [REDACTED] meeting with Sue for Friday, 3/10 at 9:00 am. Asked [REDACTED] to please confirm if this works for her. Lynae also followed-up by sending an Outlook invite to [REDACTED] for Friday.
3/10/17	Lynae email to [REDACTED]	Lynae had not heard back from [REDACTED] to confirm the 9:00 meeting this morning. Asking [REDACTED] if she will be able to make this appointment.
3/10/17	[REDACTED] email to Lynae	[REDACTED] says she did accept and planned to attend the meeting but is not confident the meeting is the best direction to go in and does not plan to attend.